

10 CODIS DATA MAINTENANCE	Page 1 of 1
CODIS OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 3
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<p>10 CODIS DATA MAINTENANCE</p> <p>10.1 Maintenance tasks will be periodically performed on the data in SDIS to reduce the unnecessary duplication of data in the CODIS Indexes.</p> <p>10.1.1 At the periodic request of the DNA Data Bank Supervisor, DNA profiles within the Offender Index will be searched against all other profiles in the same index to detect the presence of duplicate offender profiles of the same individual or identical twins. DNA profiles in the Offender Index will also be searched against profiles in the Arrestee Index.</p> <p>10.1.1.1 Duplicate offender profiles will be provided to the DNA Data Bank Supervisor, who will obtain information to resolve the identities of the matched convicted offender profiles. If it is determined that the matching profiles are duplicates of the same individual, the DNA Data Bank Supervisor will notify the System Administrator, or designee, who will delete one of the duplicate profiles from CODIS. If it is determined that the matching profiles are from twins, both profiles will remain in CODIS.</p> <p>10.1.1.2 The list of matching profiles between the Offender Index and the Arrestee Index will be provided to the DNA Data Bank Supervisor, who will obtain information to resolve the identities of the matched profiles. If it is determined that the matching profiles are duplicates of the same individual, the DNA Data Bank Supervisor will notify the System Administrator and the duplicate profile in the Arrestee Index will be deleted. If it is determined that the matching profiles are from twins, both profiles will remain in CODIS.</p> <p>10.2 On a quarterly basis, a subsequent search of all forensic non-subject case profiles will be conducted at the special search configuration of High stringency at all loci, allowing for one locus mismatch. The results of this search will be evaluated by the State System Administrator, or designee, and forwarded to the examiner for further confirmation/verification if it is determined that there is a potential match.</p> <p>10.3 If a convicted offender or arrestee profile that has been entered into SDIS is subsequently determined to be unqualified to remain in CODIS, the State System Administrator will be notified AS SOON AS POSSIBLE and the profile will be promptly removed from CODIS. For example, the DNA Data Bank receives notification of an Arrestee sample status change to a non-conviction.</p> <p style="text-align: right;">◆END</p>	